Add / Remove a User

Overview: The administrator of the service is the only one that can add or delete users in the MTLS online system for their service.

Steps to Add / Remove a User

NOTE: Please refer to the **"MTLS Online System User Manual"** for more detailed instructions on navigating in the system.

Step 1.

Log into the system: https://services.dps.ohio.gov/EMSMTLS

Step 2.

➢ From the system home page, select "Manage Access". This page lists the users, if any, that have already been granted access.

Note: the administrator can only grant access up to three (3) users per service.

Step 3.

➢ To add a user, select "+ Initiate User Access".

➢ Complete required fields and check the box or boxes that you are granting this individual user access and then select "Save".

Step 4.

➢ To remove a user:

➢ From the system home page, select "Manage Access". Select "Edit" at the end of the row after the individuals name you want to remove.

➢ The Initiate User Access page will open.

➢ Uncheck the box or boxes to remove access for this user. Select "Save" to update the system

Step 5.

➢ New users will need to register and/or log in to the MTLS Online System to access the service applications.